



**FRANKLIN COUNTY COMMISSIONERS
HUMAN RESOURCES DEPARTMENT
373 South High Street, 25th Floor
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Employee Benefits Coordinator (Non-Bargaining) **PCN:** 060421

REPORTS TO: Employee Benefits Supervisor **P.R.:** N5

RESPONSIBILITIES: Answer routine customer service issues including member complaints and vendor contracts regarding benefits. Prepare weekly reports and spreadsheets for vendors and letters to employees. Perform daily input and review of Customer Service database. Distribute printed materials to employees and review benefits communications.

Create, prepare, and conduct benefits and wellness training presentations for the department. Monitor online enrollment system and make corrections. Review and approve qualifying life event documentation from employees. Work with other staff members on development of agency policies and procedures. Research and perform data entry, filing, and other clerical tasks. Serve as back-up support to Benefits Clerk when needed. Process employee death claims and assist Joint Benefits Committee when needed.

MINIMUM QUALIFICATIONS: High School diploma or GED with one (1) year of Human Resources, Benefits, or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$15.00/hour plus comprehensive benefit package.
180 Day Probationary Period

DATE POSTED: Monday, August 15, 2016

DEADLINE TO APPLY: Friday, August 19, 2016

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply on-line.

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